



November 16, 2018 ABOS Board Meeting minutes

Tina called the meeting to order at 3:06 p.m. Central Time

In attendance: Tina Williams, Susan Parkins, Ann Plazek, David Kelsey, Brooke Bahnsen, Lori Berezovsky, Brock Hutchison, Kris Ringwalt, Cathy Zimmerman, Kim McNeil-Capers, Rose Huling and Michael Swendrowski.

Absent: Kris Ringwalt and Brandon Thompson

Secretary Minutes

The September 21, 2018 Board Minutes and September 24 Special Meeting Minutes have been distributed to all board members and reviewed. Cathy moved that we accept the September Minutes as written. David seconded. Motion carried.

Tina reminded the board to take a look at the October General Meeting Minutes while it's fresh in our minds.

Email Votes

We conducted 6 email votes since the September meeting:

1. On 10/2/18 there was a motion from Tina to accept the quote from Minuteman Press for the 2018 ABOS Conference booklet. The quote was for \$748.65 for 275 booklets (32 pages; black and white; 4 color pages). The motion was approved.
2. On 10/3/18 Tina moved to accept the quote given by 3M for 6 easel-sized foam core signs to be used at the conference. The quote was \$160.13. The motion was approved.
3. On 10/5/18 Tina moved to give 5 complimentary one-day passes to Matthews Specialty Vehicles to be utilized for library registrations. The motion was approved.
4. On 10/12/18 Tina moved to reimburse Susie Anderson \$175 (conference registration fee). Susie's family was affected by Hurricane Michael and Susie needed to help with clean up. The motion was approved.
5. 10/13/18 Tina moved to reimburse Megan Burroughs \$375 (conference registration fee) due to a family health emergency. The motion was approved.
6. On 10/23/18 David moved to reimburse Katherine Clipp \$275 (conference registration fee) due to a hardship involving hurricane clean up. The motion was approved.
7. On 11/1/18 David moved to refund Oscar Gittemeier's conference registration fee. He was a Carol Hole Award winner and paid before finding out he'd won.
8. On 11/2/18 David moved to reimburse Angela Clarke a full conference registration fee due to a sudden death in her family that prevented her from attending.

Cancellations, weather, fee exceptions, reimbursements--these are all things we need to be aware of for future conferences.

It was recommended that the Bookmobile registration be password protected so we know exactly who's attending.

President's Report

Tina urged everyone to look over the Conference Wrap-Up notes while they are fresh in our minds.

There is no place in the system for the accounting of incoming money that isn't linked to registrations. Sponsorships should be noted so we know how much was spent for lanyards, bags, etc.

We are still waiting for the hotel bill. We've contacted them multiple times and aren't sure what the hold up is.

Cory from LDV reached out to Tina about being a part of the vendor committee. The board discussed our vendors and vendor issues. We discussed whether the vendors need to be at the conference on Friday. Friday morning could be used for one-on-ones with attendees that didn't get a chance to talk to them earlier. Ann said it would be a good idea to ask the vendors their thoughts on the schedule. Susan suggested having a vendor committee whose task it would be to hold a conference call with vendors to see how they would like to schedule the conference.

Currently, if a vendor is an ABOS member they can run for office.

ALA Conference Report

No one on our board has stepped forward to attend ALA Midwinter. We need someone there to promote and represent ABOS, not to bring back information. Our board has attended ALA Annual longer than ALA Midwinter.

We will have a presentation and poster session at ALA Annual. Tina is working with an ALA Committee to try to bring back the ALA Annual Conference Bookmobile Parade. Details pending.

ODLOS

LEU Certification: There is no record at ALA/ODLOS that we are certified. Our paperwork shows our LEU through Indiana University. Martha Buckner may know why we have LEU through Indiana University. We need to find out if we need to recertify, and if so, where.

Amber (ODLOS) said she was overwhelmed with questions during the conference about inclusion and diversity. ODLOS has grants that could allow us to attend ALA Midwinter, for example.

ODLOS is getting their feet under them and is steadily working and making progress. They are currently working on policies and ALA Midwinter.

Spectrum Scholars

A few Spectrum Scholars became members of ABOS, but none attended the conference. We agreed to be involved with Spectrum Scholars again.

EveryLibrary

Susan, Michael, Cathy and Tina met with John Chrastka today. Tina will type up a report detailing their conversation. EveryLibrary can be a huge conduit for fundraising, advocacy, and more. They also offer training on how you can talk to your board or supporters to get their buy-in. EveryLibrary is working with ARSL to offer ongoing training via webinars and is something we can further discuss.

Treasurer's Report

It's been an exciting month! Approximately \$33,000 came in during October. A lot of surplus money came in through merchandise and registrations. Our total right now is \$167,000. Still waiting for the hotel bill. There were 259 people at the conference (not including vendors), which was our highest to date. It was a very financially successful conference.

Tina has the leftover merchandise. She gets frequent requests to purchase t-shirts, etc. We may need to add a donate button to our website to donate to ABOS or to purchase a t-shirt. David was concerned with how we'd deal with shipping costs. David will explore this further and will talk to Linda at Amigos. In the meantime, people can send checks for merchandise. Tina brought up the need to investigate printing and postage/shipping businesses that we can use nationwide with an ABOS account.

Committees

Advocacy: Kim reported that she has 6 new members. They'll meet on December 1 to set goals for the year.

Awards: Brock reported that some of the award winners haven't received their checks yet. David said it can take some time, but they should get the checks soon.

BOIR: Michael reported that he has 6 new committee members. Their first meeting was on Monday. They had some coding issues with the database that have been resolved. They are gearing up for beta testing. Tina asked if we can have a timeline on the website so people looking for BOIR can know where in the process we are. Tina also mentioned that BOIR could use its own logo. There is a revised quote from Counting Opinions, but there is still a lot of information to sort through. Lori added that her birthday fundraiser got \$200 for ABOS. David reminded us all about using Amazon Smile this holiday season.

We received the first check from Giving Assistant.

Tina said that though we'd like BOIR to be available to everyone, financially it might be better to have it drive membership by being a membership perk. Michael said it's vital to have BOIR be free to input information, but using the information could be accessed by members only.

Tina said that the BOIR Strategic Plan needs board approval. We'll look at this in December.

Bylaws: Ann reported that there is a lot of indecision on the committee. There are Technology position questions. No progress has been made on updating the bylaws. The bylaws will be shelved until 2019 so Tina can continue the work Ann started.

Long-range Planning: Susan reported that there has been no activity since the last report. There are 2 new members. Susan has put together a 2019 Conference Committee.

Marketing: Lori reported that the committee has 2 new members. Articles are being sought for the January issue of Out and About.

Membership: In Kris' absence, Tina reported that the total membership stands at 303.

Nominations: Ann reported that they got all the photos of the nominees at the last minute. She'll get a pdf of nominee bios to Brock for the website. The election will begin very soon and will be conducted via Survey Monkey. Voting should have started today, but the length of voting time is longer, so we won't need to adjust. The bylaws don't state how long the voting period should be.

Currently, if there's a vacancy on the board we look at the number of for who came in second, and we ask them to fill the vacancy. Sections 6 and 9 of the bylaws state that the board of directors can appoint someone to the board. The number of votes and seniority would both play into this, with seniority taking precedence.

Technology: Brock reported that updates to the website have been made to improve aesthetics. He would like to use the website as a promotional tool and to keep it growing. The Tech team got many compliments at the conference. Having the laptops/projectors, etc. set up for the presenters made things go smoothly for presenters and attendees. Brock added that the Tech committee worked really well together at the conference.

Flickr

Rose updated us on the changes with our Flickr account. Flickr has been sold from Yahoo to Smug Mug. We have until November 30 to upgrade our account. We currently have storage space for no more than 1000 photos. We actually have 2000+ photos. Rose is moving conference photos to a zip file to free up space. If we upgrade there will be a 30% discount, resulting in a monthly fee of \$49.99. David confirmed that the budget allows for the upgrade and motioned that we upgrade the Flickr account. Cathy seconded. Motion carried.

Other Association and Conferences Updates

Tina said that last year we met with the ARSL board. We'd like to do this again this year. The ARSL conference will be September 4-7, 2019. Susan is planning on attending; Rose might be able to. The \$700 stipend needs to be discussed. A doodle poll will be sent out on meeting with ARSL in December.

The Communications and Marketing conference in St. Louis, MO is ending today. Tina mentioned having quite a few people asking why ABOS doesn't give a session at the conference since it has a lot to do with outreach.

New Business

We need to discuss whether or not we should include meals in the cost of the conference, and if so, which ones.

David motioned to adjourn. Cathy seconded. Meeting adjourned at 4:50 p.m.